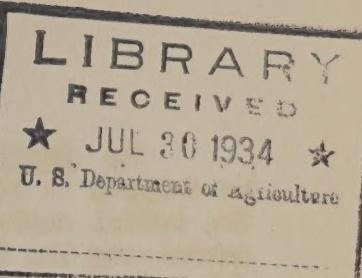


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July 13, 1934



INSTRUCTIONS FOR WAREHOUSEMEN TAGGING BALES OF COTTON

HARVESTED AND GINNED PRIOR TO JUNE 1, 1934

1. Receipt and Storage of tags: Upon receipt of bales tags by the warehouse, the warehouseman shall sign a receipt upon Forms B. A.-7, B.A.-7a, and B.A.-7b, which forms will be mailed to him. After receipt has been acknowledged on these forms, return the original and salmon colored copies to Mr. G. E. Miller, Regional Agent, Room 0754, South Building, United States Department of Agriculture, Washington, D. C. The bale tags and certificates should be stored in a safe or some secure place.

2. Attaching of Tags on Bales: In affixing the tag to the bale, the wire part of the bale tag should be fastened securely through the bagging on the side, through the center of the bale, and near that end of the bale (commonly known as the head) where the customary commercial identification marks are, and the tag locked and tested to make certain that it is securely locked.

(a) Issuing Certificate for Each Bale Tag: At the time the tag is attached to the bale, the warehouseman or person tagging for the warehouseman shall fill out Form No. B.A.-12, which is a certificate that must accompany each bale tag. This certificate is intended to accompany the warehouse receipt or other documents of title covering the bale. Sheets of pressboard are being supplied to you for the Tagger's use. They are to be placed under the certificates when they are filled out, so that the writing being done will be plain on the carbon copy, but will not effect the certificate next to be filled out. If, for any reason, any copy of Form B.A.-12 is spoiled in filling it out, or is torn before it is filled out, the Tagger should immediately write the word "Void" across the face of that form. Upon return of these spoiled certificates to Mr. G. E. Miller, Regional Agent, Room 0745, South Building, United States Department of Agriculture, Washington, D. C., he will issue a corresponding number of fresh forms.

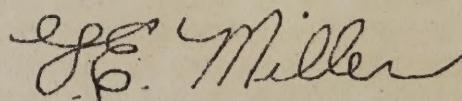
(b) Placing Tags in Numerical Order: In opening the boxes of bale tags, you will find that these tags are not arranged in numerical order. If time permits, it is advisable that you arrange these tags according to their numbers, in order to facilitate the keeping of your records.

3. Spoiled or defective tags: The tag bodies and shackles will be shipped in some instances in separate cartons of 1,000 each, with the serial numbers of the bodies marked on the outside of the cartons containing the bodies. The shackles are interchangeable and will fit all bodies. All mutilated or spoiled bodies detected in the inspection of the tags at the manufacturer's plant will be segregated in the carton, suitably marked, but included as part of the unit of 1,000 tags to a carton. Spoiled tags found in cartons opened by you should be returned to Mr. G. E. Miller, Regional Agent, Room 0745, South Building, United States Department of Agriculture, Washington, D. C. who will replace these defective tags.

4. Records to be kept: You will be supplied with Forms B.A.-3, B.A.-3a, B.A.-3b, and B.A.-3c. It will be necessary to fill out only one set of these forms; after this set has been filled out you will continue with Forms B.A.-4, B.A.-4a, B.A.-4b, and B.A.-4c, which are a continuation of Forms B.A.-3. The salmon colored copy of B.A.-3b and B.A.-4b will be retained by the warehouseman for his files. The other copies should be forwarded to Mr. William E. O'Donnell, Regional Supervisor, Room 206, Federal Building, Fall River, Massachusetts, as the sheets are completed unless you finish your tagging within a week or ten days, in which case these forms may be mailed at the end of that time.

After the warehouseman has tagged all accessible bales, he need not send in Forms B.A.-13, B.A.-13a, and B.A.-13b, which are daily summary reports for warehousemen, until he commences to tag the inaccessible cotton as it moves out. On the last daily report the warehouseman sends in, he should state that all accessible cotton has been tagged, and no more daily reports will be sent in until the tagging of inaccessible cotton begins. Form B.A.-13b is for the warehouseman's record; the other copies should be forwarded to Mr. William E. O'Donnell, Regional Supervisor, Room 206, Federal Building, Fall River Massachusetts,

Very truly yours,



G. E. Miller,
Regional Agent,
Cotton Tagging.

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★ AUG 14 1934 ★
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

August 1, 1934

TO DIRECTORS OF EXTENSION AND COUNTY AGENTS IN THE COTTON COUNTIES

The list of cotton compiled from the application blanks for cotton harvested and ginned before June 1, 1934, by county agents, supplied the most accurate information that has been obtained as to the amount of cotton stored on farms; however, this figure was as of June 15. We now want to get corrected figures as of July 31, and would appreciate you revising your copy of the list of cotton on the farms in your county as of this date.

In most instances this information can be revised from office records. Please attend to this at once and insert the necessary figure in the space provided below.

I want to take this opportunity of thanking the entire state extension organization, and especially the county agents in the cotton growing counties who have done so much in making it possible to tag the old cotton.

Yours very sincerely,

G. L. Crawford,
Director, Cotton Tagging.

County agents please list here the number of bales of cotton on the farms in your county at the close of the day, July 31, 1934, and return in the enclosed self-addressed envelope so that it will reach this office by August 9, 1934:

Square bales

Round bales

County Agent

County

Address

State

Form No. C.T.-5

United States Department of Agriculture
Agricultural Adjustment Administration

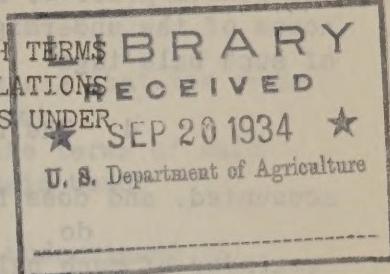
Director of Tagging

August 18, 1934

To be executed in triplicate. Warehouseman should retain one copy and forward the other two to the Regional Agent (or, if form completed after Oct. 1, 1934, mail to the Director of Tagging at Washington, D.C.)

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SHOWING BY WAREHOUSEMAN OF COMPLIANCE WITH TERMS
OF COTTON ACT OF APRIL 21, 1934, AND REGULATIONS
THEREUNDER AND OF DISCHARGE OF OBLIGATIONS UNDER
BOND



The undersigned, having executed that certain Warehouseman's Bond for Tagging Old Cotton under the Cotton Act of April 21, 1934 (Form No. B.A. 6), designated in the files of the Secretary of Agriculture as Bond No. _____, which bond was executed on _____

(day)
of _____, 1934, by the undersigned as principal(s) and
(month) _____ and*

as surety*, covering the _____
sureties
a cotton warehouse, at _____, State of _____

, makes the following showing:
make
A. The following accounting is made for bale tags:

Number of bale tags
for old cotton

1. The undersigned made application
(on Form No. B.A.-2 or by _____)
(letter or telegram)

to the Secretary of Agriculture of the United States (hereinafter referred to as the "Secretary") under date of _____, 1934, for the following number of bale tags issued under the said Act sufficient to enable the undersigned to affix one such bale tag to each of the bales of cotton harvested and ginned prior to June 1, 1934, which were on the date of said bond stored in the warehouse of undersigned

2. The undersigned duly received, under said bond and pursuant to said application, through _____, on _____,

(Name of Regional Agent or other person)

_____, 1934, the following number of
(date of receipt)
such bale tags furnished by the Secretary _____

*Strike out inapplicable words or figures.

(over)

3. The undersigned promptly, truly, and lawfully affixed, one to each such bale of cotton harvested and ginned prior to June 1, 1934, contained in the warehouse of the undersigned, the following aggregate number of such bale tags

4. The undersigned has heretofore elsewhere have accounted, and does hereby account, as follows for the do

remainder of such bale tags furnished to undersigned; delivered back to the Secretary (returned to the office from which received) the following number of such bale tags:

(yes) Illegible or mutilated or broken _____

Not needed (although useable) _____

(no) _____

B. The undersigned hereby declares that the undersigned has declare have as

(1) in every manner fully complied with and abided by the terms of the said Act of April 21, 1934, and all regulations thereunder to this date prescribed, in any manner pertaining to the undersigned;

(2) delivered back to the Secretary (as shown above) each and every one of such bale tags furnished the undersigned by the Secretary which has not been truly and lawfully affixed by the undersigned to a bale of such old cotton;

(3) truly and lawfully accounted (as shown above) for each one of such bale tags so furnished undersigned by said Secretary; and

(4) properly made the reports prescribed in said regulations and in instructions issued.

C. The undersigned has issued one Certification of Tagging Lint Cotton (Form No. B.A.-12) for each bale of such old cotton so tagged by the undersigned and has abided by the conditions respecting such certifications, namely, that each such certification upon being completed shall be safely held by the warehouseman until the warehouse receipt covering such bale is presented, whereupon the warehouseman shall deliver such certification to the person presenting such warehouse receipt, and that in no case shall such warehouseman deliver such certification to the depositor of such bale or any other person unless he presents the warehouse receipt covering the bale in respect of which such certification was executed; and the undersigned has truly accounted for all such blank certification forms furnished to undersigned and here shows the disposition thereof:

(1) Executed by undersigned and delivered by undersigned to person presenting warehouse receipt or held by undersigned awaiting presentation of warehouse receipt _____

(2) Delivered back to Secretary (returned to office from which received)

D. The undersigned believes and hereby represents that the foregoing constitutes a showing of full compliance with the terms of said Act and of the several regulations aforesaid and of said bond.

E. The undersigned hereby certifies that the undersigned is entitled to compensation (for affixing said bale tags and for executing said certifications and for making the prescribed reports and all other items incident to said tagging) at the rate of 4 cents for each bale tag affixed by the undersigned and that the total number of such bale tags so attached to such bales of old cotton is _____, that the total compensation due therefor is \$_____, and that payment therefor has not been received.

(Signature(s) of signer(s) of aforesaid bond)

(Signature of Signer)

By _____

(In case of corporation)

Location of warehouse covered by this showing:

(Full address)

Subscribed and sworn to before me this _____ day
of _____, 1934.

(Signature of Officer Administering Oath)

(Seal to be affixed here)

My Commission expires:

REPORT OF REGIONAL AGENT OR EXAMINER

Relative to account of aforesaid Warehouseman

Total number of bale tags reported by said Warehouseman
to have been attached by said Warehouseman:

Total number of bale tags returned by said Warehouseman
which were mutilated, one or more digits not readable, or
not used for other causes:

TOTAL _____

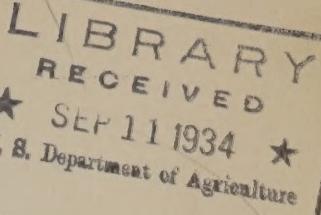
Total number of bale tags issued to said Warehouseman:

Signed: _____
(Regional Agent or Examiner)

Approved _____ for payment in the amount of

\$ _____:

Director of Tagging.



COTTON IN CONSUMING ESTABLISHMENTS JUNE 15, 1934

Please furnish accurate data on points indicated below, and return to this office at once by using enclosed self-addressed envelope. If more than one mill is operated by same company, use totals in furnishing data, but list all mills separately below*. This information is for the use of the Federal Government and will not be disclosed to private parties. One use will be in developing the facts of the cotton situation; another to assist in providing tags for any untagged cotton that the mill may later desire to move.

G. L. Crawford,
Director of Tagging (Old Cotton).

INFORMATION RETURN OF MILL

Date _____, 1934.

Name of Mill _____

Full Address _____

Cotton on Hand or in Transit as of June 15, 1934 No. of Bales

1. Domestic cotton in our consuming establishment(s) to be consumed therein on which no application for bale tags was made under the Cotton Act of 1934 (counting two round bales as one square bale): _____

2. Foreign cotton in our consuming establishment(s) to be consumed therein on which no application for bale tags was made under the Cotton Act of 1934: _____

3. Domestic cotton in transit on June 15 to our consuming establishment(s) not included in item 1 (counting two round bales as one square bale): _____

4. Foreign cotton in transit on June 15 to our consuming establishment(s) not included in item 2: _____

*If more than one mill is included in totals, full names and addresses are listed below:

<u>Names</u>	<u>Addresses</u>
--------------	------------------

1. _____

2. _____

3. _____

Report made by _____ Title _____
(Signature)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

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U. S. Department of Agriculture	

September 15, 1934

Gentlemen:

Form C. T. -7 entitled "Cotton in Consuming Establishments June 15, 1934" was mailed to you some time ago for your use in making a report to the Department of Agriculture. Up to date, we have not received this report from you, and an additional form is enclosed for your convenience.

The information requested on this form is very necessary in the completion of the program of tagging old cotton, harvested and ginned prior to June 1, 1934. Kindly fill out the form and return it to this office in the enclosed self-addressed envelope at your very earliest convenience.

Very truly yours,

G. L. Crawford
G. L. Crawford,
Director, Cotton Tagging (Old Cotton)

C.T.-9

UNITED STATES DEPARTMENT OF AGRICULTURE RECEIVED
Agricultural Adjustment Administration OCT 23 1934 ★
Washington, D. C.

U. S. Department of Agriculture

October 11, 1934

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Directors of Extension and County Agents,
Cotton Producing Counties.

Dear Sirs:

The information requested in this letter is very essential to the completion of this work and the final result will be the most complete census of cotton taken by counties in the United States as of a certain date. Therefore, please give this matter your immediate attention in order that we may complete the compiling of these data as soon as possible.

In our letter to the county agents of June 28, we requested that the county agents list the cotton in their counties, making three copies on letter-head paper; one copy to be retained in the county agent's office, one to go to the regional tagging office, and one to come to this office.

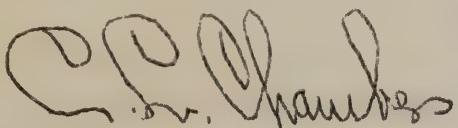
Most county agents complied with this request, but a few did not due to the fact that there was no cotton in their counties or for other reasons. Many of the county agents who did compile this list received additional applications after the list was sent to this office. It was also noted that some of the names on the lists sent in did not have corresponding Forms B.A.-2 (applications for bale tags).

We are now compiling the bales of domestic cotton in the United States as of June 15; therefore, please send to this office all remaining Forms B.A.-2, listing the additional requests for bale tags not submitted in the first list. Those county agents not having received any applications for bale tags whatever in their counties should write across this letter "no applications received in this county" and sign their name and county, returning same to this office.

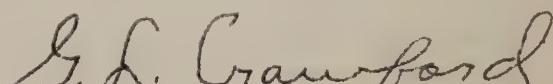
In checking the individual application cards for bale tags with the lists sent in by the county agents, we find an occasional variation in the number of bale tags. We are assuming in cases of this kind that the application cards are correct as of June 15, unless notified otherwise by you.

We wish to take this opportunity of thanking you not only for your successful efforts, but also for the splendid spirit of cooperation that you have displayed in the tagging of old cotton. Your assistance in bringing this work to a satisfactory close has been indispensable.

Sincerely yours,



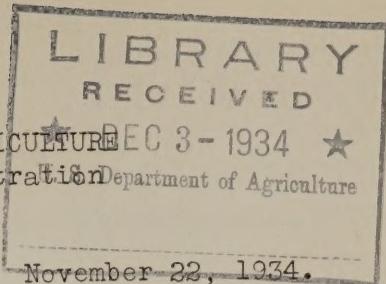
C. L. Chambers,
In Charge, Southern Section,
Extension Service.



G. L. Crawford,
Director, Cotton Tagging,
(Old Cotton).

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C.T.-10

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



RE: C.T.-5 FORM COVERING PAYMENT FOR
SERVICES FOR TAGGING COTTON

Gentlemen:

Under date of August 23, 1934, we mailed a C.T.-5 Form to all warehouses having filed an acceptable bond with this department to secure bale tags to be affixed to bales of cotton harvested and ginned prior to June 1, 1934. In looking over our records we find that we have not received your C.T.-5 Form in this office.

It is important that we complete the tagging work and the recording of all bales of old-crop cotton at an early date, and we are writing this letter in an effort to hasten the tagging operations in all warehouses. We urge you to complete the tagging of cotton for which tags and certificates were applied; and forward the following forms to the Director of Tagging, Department of Agriculture, Washington, D. C., via express collect before December 1:

- (1) All necessary forms for records properly executed,
- (2) duplicate certificates, Form B.A.-12, (3) certified C.T.-5 Form, properly executed by a notary, (4) all unused and voided certificates, Form B.A.-12, and (5) all unused and mutilated tags.

Upon receipt of all your records, we shall check them with your C.T.-5 Form and upon our certification, as to the correctness of the statements therein, we shall submit your C.T.-5 Form for prompt payment.

Immediate advice as to the number of bales you have tagged to date, and the earliest possible date you will complete all tagging, will be greatly appreciated.

Kindly give this matter your early attention.

Very truly yours,

G. L. Crawford
G. L. Crawford,
Director, Cotton Tagging Unit

AGRICULTURAL ADJUSTMENT ADMINISTRATION
DIVISION OF COTTON
Terminations Unit

Date _____

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STATUS OF 193 _____

COTTON CONTRACT Department of Agriculture



To: Office of Comptroller, Division of Finance.

Attention: Rental and Benefit Audit Section

State, County, Serial _____

Plow-up of First Pay't

Name of Producer _____

Check Number _____

Date of Contract _____

Amount of Check _____

Bales Optioned _____

Date of Check _____

C-4 Number _____

Option or Second Pay't

Check Number _____

C-5A Exercised _____

Check Number _____

Direct Sale (C-9 No.) _____

Amount _____

Cotton Pool (C-9 No.) _____

Amount _____

Date _____

Is Option Pledged--To Whom? _____

Date of Acceptance _____

C. A. Cobb,
Director, Division of Cotton

By _____

Returned to the Termination Unit, Division of Cotton, with the following information:

Signature

Section

